

## Work Process Credit Matrix

### Additional Work Processes To Be Completed by Employees Impacted by DJJ Facility closure

The following work process hours are additional hours that must be completed. These totals include credit given for the work processes already completed in the juvenile classification.

#### TO CORRECTIONAL OFFICER

| From Youth Correctional Officer |            |
|---------------------------------|------------|
| Maintaining Security            | 400        |
| Report Writing/Record Keeping   | 50         |
| Additional Experience           | 200        |
| <b>Total Additional Hours:</b>  | <b>650</b> |

| From Youth Correctional Counselor |             |
|-----------------------------------|-------------|
| Maintaining Security              | 750         |
| Escorting/Transporting            | 100         |
| Additional Experience             | 200         |
| <b>Total Additional Hours:</b>    | <b>1050</b> |

| From Casework Specialist       |             |
|--------------------------------|-------------|
| Maintaining Security           | 900         |
| Supervising Inmates            | 800         |
| Escorting/Transporting         | 200         |
| Additional Experience          | 200         |
| <b>Total Additional Hours:</b> | <b>2100</b> |

| From MTA                       |             |
|--------------------------------|-------------|
| Maintaining Security           | 900         |
| Supervising Inmates            | 350         |
| Escorting/Transporting         | 100         |
| Report Writing/Record Keeping  | 50          |
| <b>Total Additional Hours:</b> | <b>1400</b> |

| From Parole Agent - Institution |             |
|---------------------------------|-------------|
| Maintaining Security            | 950         |
| Supervising Inmates             | 400         |
| Escorting/Transporting          | 150         |
| Additional Experience           | 180         |
| <b>Total Additional Hours:</b>  | <b>1680</b> |

| From Parole Agent - Field      |             |
|--------------------------------|-------------|
| Maintaining Security           | 1000        |
| Supervising Inmates            | 800         |
| Escorting/Transporting         | 200         |
| <b>Total Additional Hours:</b> | <b>2000</b> |

#### TO PAROLE AGENT

| From Youth Correctional Officer   |             |
|-----------------------------------|-------------|
| Supervising Parolees              | 600         |
| Report Writing and Record Keeping | 350         |
| Investigations                    | 600         |
| Arrests                           | 400         |
| Additional Experience             | 240         |
| <b>Total Additional Hours:</b>    | <b>2190</b> |

| From MTA                          |             |
|-----------------------------------|-------------|
| Supervising Parolees              | 550         |
| Report Writing and Record Keeping | 350         |
| Investigations                    | 600         |
| Arrests                           | 400         |
| Additional Experience             | 280         |
| <b>Total Additional Hours:</b>    | <b>2180</b> |

| From Parole Agent - Field         |            |
|-----------------------------------|------------|
| Report Writing and Record Keeping | 250        |
| Investigations                    | 50         |
| Arrests                           | 400        |
| Additional Experience             | 100        |
| <b>Total Additional Hours:</b>    | <b>800</b> |

| From Parole Agent - Institution |             |
|---------------------------------|-------------|
| Supervising Parolees            | 400         |
| Investigations                  | 600         |
| Arrests                         | 400         |
| Additional Experience           | 280         |
| <b>Total Additional Hours:</b>  | <b>1680</b> |

| From Casework Specialist       |             |
|--------------------------------|-------------|
| Supervising Parolees           | 300         |
| Investigations                 | 600         |
| Arrests                        | 400         |
| Additional Experience          | 280         |
| <b>Total Additional Hours:</b> | <b>1580</b> |

| From Youth Correctional Counselor |             |
|-----------------------------------|-------------|
| Supervising Parolees              | 600         |
| Investigations                    | 600         |
| Arrests                           | 400         |
| Additional Experience             | 240         |
| <b>Total Additional Hours:</b>    | <b>1840</b> |

**Work Process Credit Matrix**  
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**TO CORRECTIONAL COUNSELOR**

| <b>From Casework Specialist</b> |             |
|---------------------------------|-------------|
| Inmate Classification           | 1054        |
| General Counseling              | 102         |
| Court Ordered Service           | 42          |
| Additional Experience           | 78          |
| <b>Total Additional Hours:</b>  | <b>1276</b> |

| <b>From Youth Correctional Counselor</b> |             |
|--|-------------|
| Inmate Classification                    | 1054        |
| General Counseling                       | 402         |
| General Casework                         | 183         |
| Court Ordered Service                    | 42          |
| <b>Total Additional Hours:</b>           | <b>1681</b> |

| <b>From Parole Agent - Institution</b> |             |
|--|-------------|
| Inmate Classification                  | 1054        |
| General Counseling                     | 102         |
| Court Ordered Service                  | 42          |
| Additional Experience                  | 78          |
| <b>Total Additional Hours:</b>         | <b>1276</b> |

| <b>From Parole Agent - Field</b> |             |
|----------------------------------|-------------|
| Inmate Classification            | 1054        |
| General Counseling               | 402         |
| Court Ordered Service            | 42          |
| <b>Total Additional Hours:</b>   | <b>1498</b> |

| <b>From Youth Correctional Officer</b> |             |
|--|-------------|
| Report Writing                         | 70          |
| Inmate Classification                  | 1054        |
| General Counseling                     | 402         |
| General Casework                       | 483         |
| Court Ordered Service                  | 42          |
| <b>Total Additional Hours:</b>         | <b>2051</b> |

| <b>From MTA</b>                |             |
|--------------------------------|-------------|
| Inmate Classification          | 1054        |
| General Counseling             | 402         |
| General Casework               | 483         |
| Court Ordered Service          | 42          |
| Report Writing/Record Keeping  | 74          |
| Additional Experience          | 28          |
| <b>Total Additional Hours:</b> | <b>2083</b> |